



Department of Housing and Community Development

NOTIFICATION OF VACANCY

August 9, 2017

**Administrative Assistant
(Administrative and Office Specialist III)**

POSITION #00063

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable up to \$42,500 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking an energetic, customer service oriented, self-starter to fill our Administrative Assistant position. This position will provide professional level administrative support to the Division Deputy Director and Associate Director. This position will provide administrative support to the State Technical Review Board, and the Amusement Device Technical Advisory Committee, the Manufactured Housing Board; and provide IT support for the automation systems related to technical programs, licensing programs, records management, and procurement.

QUALIFICATIONS GUIDE:

Considerable knowledge of administrative support functions, workflow analysis, policy interpretation and application, project management and presentation preparation. Strong analytical, organization and file management skills. Knowledge of fiscal processes, procedures & protocol, procurement and travel coordination. Ability to manage schedules and make travel arrangements for executive level staff. Ability to use technology to manage shared file directories, manage meetings and deadlines. Skill in using a PC and various presentation, word processing and spreadsheet software including Microsoft Office Suite. Must have excellent proofreading and grammar skills. Knowledge of state government administrative processes helpful. Demonstrated ability in developing and drafting memorandums, letters, and reports. Ability to use sound judgment and make decisions independently, handle multiple priorities, and work without close supervision. Ability to communicate effectively both orally and in writing. Ability to draft procedures and conduct research to solve problems and answer routine correspondence. Graduation from college with a degree in business/business administration, administrative management, or related field is desirable. Experience as assistant to executive level director performing professional office support duties, workflow analyses, policy interpretation and application, fiscal processes, document management, and drafting correspondence. Certification as a permit technician or familiarity with construction vernacular or building code application preferred. Experience using technology to manage workload is preferred. Coursework in support services, administrative support and experience may substitute for educational requirements. A criminal records check is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY WEDNESDAY, AUGUST 16, 2017 AT 11:59 P.M.

For additional information, please contact our Human Resource Office, at (804) 371-7080

An Equal Opportunity Employer

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process*
